



PUBLIC OUTREACH SUMMARY FORM

Instructions: This form is for internal use only and must be completed for every public meeting/event hosted or attended by DDOT. This includes all DDOT-hosted public meetings, ANC meetings, community meetings, civic association meetings, etc. Following the meeting/event, complete this electronic form and submit via email to your Administration's Title VI Coordinator. Only 1 form should be submitted per meeting/event.

NOTE: QUESTIONS 1 THROUGH 8 MUST BE COMPLETED FOR ALL MEETINGS ATTENDED BY DDOT STAFF.

1. List your name and the names of all DDOT employees in attendance (include Administration):

2. Title of Meeting/Event:

3. Date/Time:

4. Location Type:

5. Ward:

6. Street Address:

7. Summary of the Event/Meeting (include the purpose, pertinent questions and comments, and any action items that require a follow-up relating to Title VI Protected Populations):

8. What agency hosted the Meeting/Event? DDOT _____ ANC Commissioners _____ DC Government _____ MPO/COG _____
Other _____

NOTE: PLEASE RESPOND TO THE FOLLOWING QUESTIONS (Q9 – Q14) ONLY IF DDOT HOSTED THIS MEETING/EVENT.

9. What department led the Public Outreach effort? (Circle one) Administration Communications Division Consultant

10. What methods were used to advertise the meeting/event: (Circle as appropriate)

DDOT Website	Listserv	Project Website	Television	DDOT Calendar	Flyers
Phone Bank	Newsletter	MPO/COG	Radio	LEP Publications	Other _____
Project-Based Notification Letters	DC.GOV	ANC Commissioner(s)	Press Kit/Release	Minority Publications	Other _____
Facebook	Twitter	Social Media (other, please specify) _____			
Newspaper(s) (please specify) _____			Blog (please specify) _____		
Office on Latino Affairs		Office of Veteran Affairs		Office on African Affairs	
Office of Disability Rights		Office on Aging		Office on Asian & Pacific Islanders Affairs	

11. Did the meeting notice include the required Title VI/Nondiscrimination policy statement? Yes No

12. How many days in advance of meeting/event was notice posted? _____

13. Were any accommodations provided at this event/meeting: Yes No

Translation of written documents or materials (specify languages) _____ Approx. Cost _____
(incl. meeting notice, presentation materials, etc.)

Oral language interpretation (specify languages) _____ Approx. Cost _____
Number of individuals utilizing interpretation services _____

Sign Language Interpretation Audio Assistance Site Accessibility Other _____

Additional Comment _____

